

HOW TO SUBMIT AN INQUIRY ABOUT YOUR PROPERTY TO AVOID DUPLICATION, PLEASE RESPOND ONLY ONCE

You may mail or fax the requested information to the address or fax number listed below. Please be sure to include all requested information. During periods of high volume, response time may be 4 to 6 weeks from date of receipt of this form.

Information about you - we will search our records to determine if you have property

1.	<u>Your Name</u>	*First Name	M.I	*Last Name	
2.	<u>Telephone #</u>				SS#
3.	<u>Your Current Address</u>	Street	City	State	Zip
4.	<u>Former Address (es)</u>		5. E-mail address		

Information about someone else - If you would like for us to search for property in your spouse's name or a relative for whom you have a legal right to claim property for (such as an heir to the estate) or an individual for whom you have Power of Attorney, then complete the following

6.	Search for property in the <u>name of</u>	*First Name	M.I	*Last Name	
7.	<u>Social Security #</u>		8. Date of birth (mm/dd/yyyy)		
9.	<u>Other "Surnames" used</u>				
10.	<u>Current, last, and/or former addresses in Va.</u>				

Search for Property In The Name of a Business for which you have a right to claim

11.	*Business/ <u>Organization Name</u>		12. <u>Your Position in the Business</u>		
13	<u>Business Tax ID</u>				
14	*Current and/or <u>Last Known Address</u>	Street	City	State	Zip
15	*Previous <u>Address</u>	Street	City	State	Zip

Send the completed form to:
Department of Treasury
Division of Unclaimed Property
PO Box 2478
Richmond Virginia 23218
Fax: (804) 692 - 0576